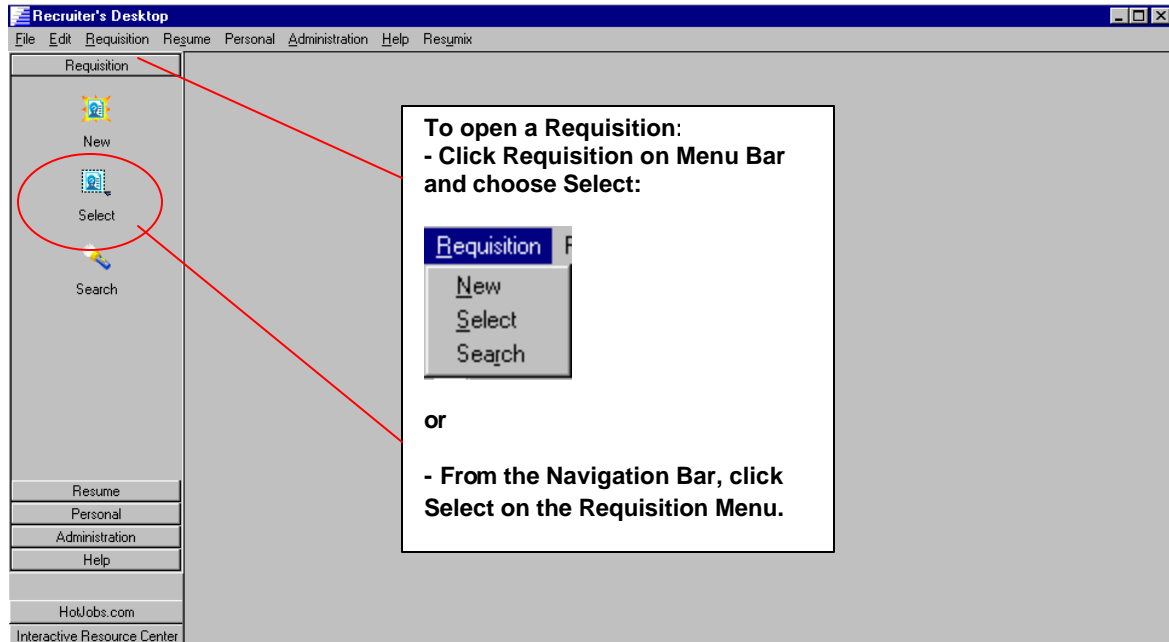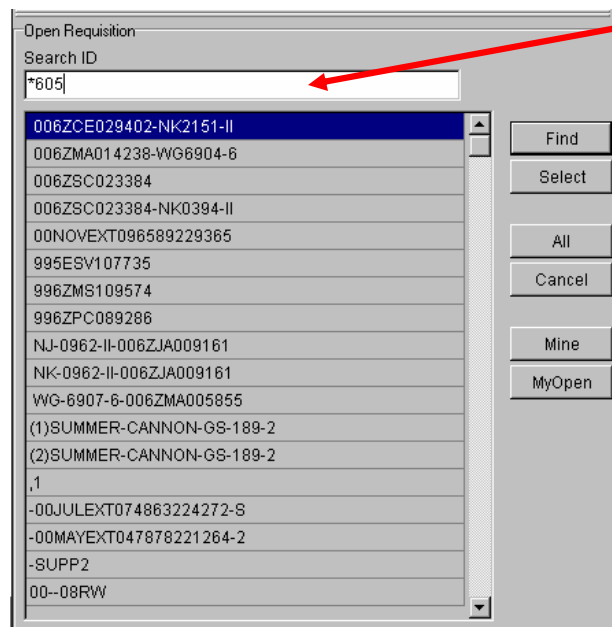# Locating Resumix Skills to be used in CPDSS

- From the Resumix Recruiter's Desktop, select **Requisition > Select.**

- Type in the whole or partial name of your requisition and press the **Find** button.
- Highlight the appropriate Requisition and press **Select.**

- **From the Requisition, select the** Resumix Search Tab **and select** Create a New Search .

- In the Resume Search, under the **Qualifications** tab, press the **From Req** button**.**

Resume Search - KEVANS288510 | Requisition - 02JUNINT112447240342

Qualifications | Overview | General | Contact | Tracking | Custom | Notes | Full Text Search

Experience (years)
From [   ] To [   ]

GPA
From [   ] To [   ]

Graduation Date
From Month [   ] Year [   ] To Month [   ] Year [   ]

Selected Qualifications
[Required] [Desired] [Excluded] [Delete]

Text
Get Job Description [From Req] [From Job]
[Skills ▼] [Locate] [Clear]

SALARY RANGE $25101 - $32635

THIS POSITION IS A FULL TIME PERMANENT POSITION.

The position provides executive secretarial and administrative support to the base dental surgeon, dental superintendent, dental officers and NCO's. Receives call and greets visitors. Provides dental appointment statistical data and supporting documentation to organizational commanders. Maintains the base dental surgeons calendar, using judgment in establishing priorities. Receives incoming correspondence directed to the dental service, screens material for suspense dates and establishes controls for the base dental surgeon and superintendent to insure compliance with suspense's, current policies and procedures, proper format, grammar and typographical accuracy. Quality controls all Records of Dental Attendance forms requiring knowledge of the Air Force procedural accounting system through which loss of dental procedures are identified and precluded, for accuracy prior to inputting statistical data and technical information for input into the automated report processing system. Provides administrative support for the Dental Quality Assurance/Risk Management Coordinator.

1. Knowledge of the base dental surgeon's responsibilities, priorities, commitments, policies and goals as they pertain to higher and lower echelons of command.

2. Knowledge of an extensive body of rules and procedures as they relate to the clerical and administrative functions of the Dental Service and the Hospital.

> The **Text** area is now populated.
>
> Click the **Locate** button.

Resume Search - KEVANS288511 Requisition - 02JUNINT112447240342

Qualifications | Overview | General | Contact | Tracking | Custom | Notes | Full Text Search

Experience (years)
From [ ] To [ ]

GPA
From [ ]

Selected Qualifications

Required | Desired | Excluded | Delete

> The **Selected Qualifications** area is now populated. All Resumix skills will automatically show a **D** by the Resumix skill. The **D** stands for Desired.

[▼] Locate | Clear

- **D** *Computer Literate
- **D** _Acq Prg Integratn
- **D** _Acq Program Policy
- **D** +Order VE
- **D** 25+ WPM
- **D** 35+ WPM
- **D** Accounting Exp
- **D** Accounting Systems
- **D** Admin Assistance
- **D** Admin Functions
- **D** Ancillary
- **D** Answer Phones
- **D** Appointments
- **D** Base Support
- **D** Clerical Skills
- **D** Computer Literacy
- **D** Computer Operation
- **D** Correspondence
- **D** Data Organization
- **D** Dental Terminology
- **D** Document Control
- **D** Document Processing
- **D** Document Procss Sys
- **D** Documentation
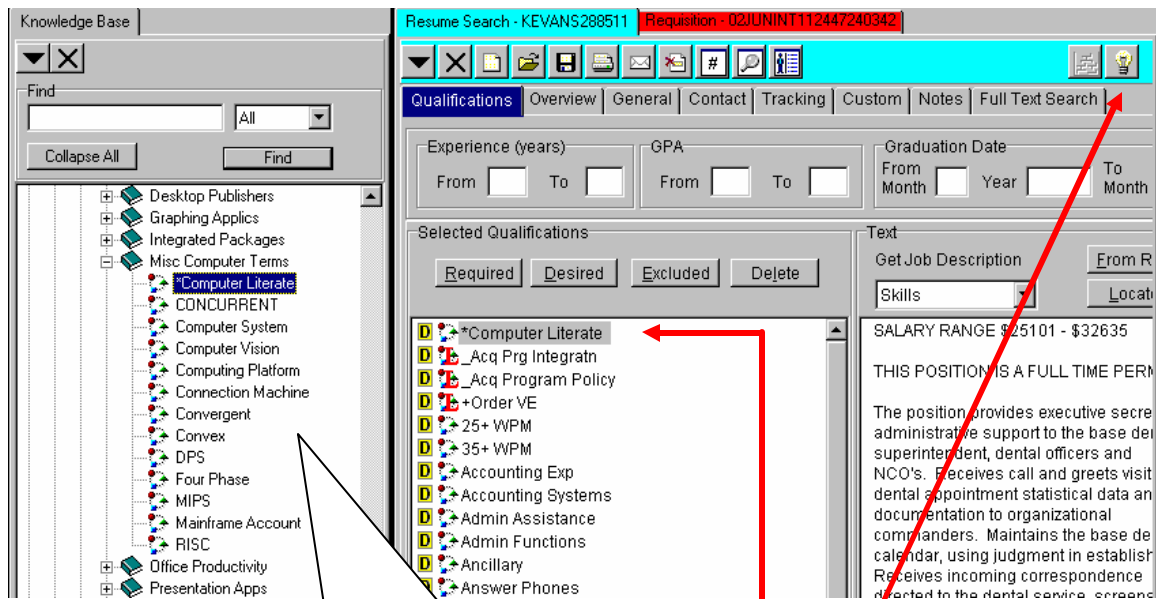- **D** Equipment Operation

ALARY RANGE $25101 - $32635

THIS POSITION IS A FULL TIME PERMANENT POSITION.

The position provides executive secretarial and administrative support to the base dental surgeon, dental superintendent, dental officers and NCO's. Receives call and greets visitors. Provides dental appointment statistical data and supporting documentation to organizational commanders. Maintains the base dental surgeons calendar, using judgment in establishing priorities. Receives incoming correspondence directed to the dental service, screens material for suspense dates and establishes controls for the base dental surgeon and superintendent to insure compliance with suspense's, current policies and procedures, proper format, grammar and typographical accuracy. Quality controls all Records of Dental Attendance forms requiring knowledge of the Air Force procedural accounting system through which loss of dental procedures are identified and precluded, for accuracy prior to inputting statistical data and technical information for input into the automated report processing system. Provides administrative support for the Dental Quality Assurance/Risk Management Coordinator.

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Knowledge Base

Find

All

Collapse All | Find

- Desktop Publishers
- Graphing Applics
- Integrated Packages
- Misc Computer Terms
  - *Computer Literate
  - CONCURRENT
  - Computer System
  - Computer Vision
  - Computing Platform
  - Connection Machine
  - Convergent
  - Convex
  - DPS
  - Four Phase
  - MIPS
  - Mainframe Account
  - RISC
- Office Productivity
- Presentation Apps

Resume Search - KEVANS288511 | **Requisition - 02JUNINT112447240342**

Qualifications | Overview | General | Contact | Tracking | Custom | Notes | Full Text Search

Experience (years) From ___ To ___   GPA From ___ To ___   Graduation Date From Month ___ Year ___ To Month

Selected Qualifications

Required | Desired | Excluded | Delete

- D *Computer Literate
- D _Acq Prg Integratn
- D _Acq Program Policy
- D +Order VE
- D 25+ WPM
- D 35+ WPM
- D Accounting Exp
- D Accounting Systems
- D Admin Assistance
- D Admin Functions
- D Ancillary
- D Answer Phones

Text

Get Job Description From R

Skills Locate

SALARY RANGE $25101 - $32635

THIS POSITION IS A FULL TIME PERM

The position provides executive secre
administrative support to the base der
superintendent, dental officers and
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Receives incoming correspondence
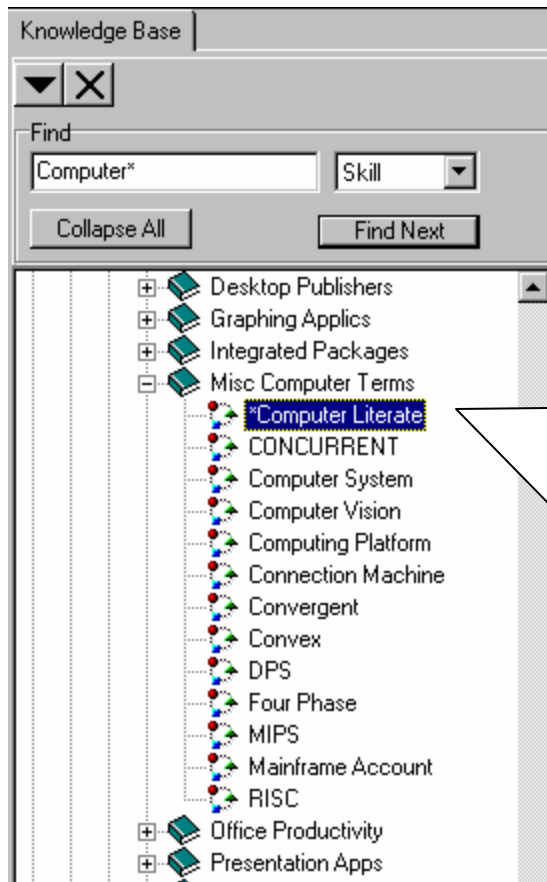directed to the dental service, screens

To show the **Knowledge Base** window, you can:

- Double-click the Resumix skill.

OR

- Click the **Knowledge Base** icon.

Decide which Resumix skills you need for your job and at what Element Rule they will be used.

Knowledge Base

▼ ✕

Find

| Computer* | Skill ▼ |

| Collapse All | Find Next |

- ⊞ 📚 Desktop Publishers
- ⊞ 📚 Graphing Applics
- ⊞ 📚 Integrated Packages
- ⊟ 📚 Misc Computer Terms
  - *Computer Literate
  - CONCURRENT
  - Computer System
  - Computer Vision
  - Computing Platform
  - Connection Machine
  - Convergent
  - Convex
  - DPS
  - Four Phase
  - MIPS
  - Mainframe Account
  - RISC
- ⊞ 📚 Office Productivity
- ⊞ 📚 Presentation Apps

The Resumix Knowledge Base will appear showing the specific skill. **Double click on the skill. By doing this, the skill will populate in CPDSS. NOTE: You must have CPDSS open on your desktop.** Repeat this process until you have identified all the skills associated with your job.

If there are other skills you wish to add that were not identified, type the name of the skill, in all lower case in the Knowledge base **Find window** with a wild card "*" in front and/or in back of the word ex: *acq*

Repeat steps above by double clicking on the skill to add the skill(s) to CPDSS

Please ensure you identify **Skills** only.

Toggle back to CPDSS once finished.

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